

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

11 March 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-038

POSITION: Administrative Support Technician (OA) (D1436000) (GS-0303-05/06)
EXCEPTED POSITION

LOCATION: 132 Air Refueling Squadron, Bangor, Maine

SALARY RANGE:

\$31,628 to \$41,122 per annum **GS-05**

\$35,256 to \$45,828 per annum **GS-06**

CLOSING DATE: 26 March 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted (**E-5 and Below**) Technicians in the Maine Air National Guard.

AREA II - All Enlisted (**E-5 and Below**) of the Maine Air National Guard.

AREA III - Enlisted (**E-5 and Below**) eligible for membership in the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-05 or GS-06 grade. If filled at the GS-05 grade, the individual selected may be promoted without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for the GS-05 level, nine (09) months experience for the GS-06, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05

1. Knowledge of rules, regulations and procedures for establishing and maintaining files and records.
2. Skill in the performance of clerical duties.
3. Ability to follow written and oral instructions.
4. Skill in communicating both orally and in writing.

GS-06

1. Knowledge of specialized procedures and technical application of the administrative work.
2. Skill in gathering information, compiling data and preparing reports.
3. Specific knowledge of regulations and procedures related to the type of work performed by the function.
4. Skill in communicating both orally and in writing.

OTHER REQUIREMENT: Must be able to type a minimum of 35 words per minute. Must provide proof to receive consideration/credit.

COMPATIBILITY CRITERIA: 3D0X1, 3S0X1 **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3D0X1, 3S0X1

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For GS-05 High School graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience

on the basis of one academic year of study (ie.: 36 weeks of substantially full time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. For experience required in excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for 6 months experience. **For GS-06** Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work in the position. The education must have been in fields directly related to the work of an Administrative Support Technician. **Must provide a copy of a transcript to receive consideration/credit.**

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

INTRODUCTION:

This position is located within an Air National Guard unit. Its primary purpose is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization. These support responsibilities are comprised of the following type of duties:

DUTIES AND RESPONSIBILITIES:

--Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements; performing and directing the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries; and monitoring a correspondence and reports suspense system. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. The wide variety of work performed by the incumbent is subject to different sets of rules and regulations. The incumbent exercises judgment in selecting or adapting guidelines to difficult situations where existing guidelines do not apply directly to the problem at hand. Recommendations require evaluative judgment, relate to a full variety of administrative functions impacting the organization and have a substantial impact on program direction. Exercises skill in recognizing the dimensions of the problems and in expressing ideas in writing.

--As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by the incumbent or other network specialist. Explains complex network concepts to nontechnical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or networked systems for networked "commercial off the shelf" (COTS) software, government owned systems, and client/server networked operation systems (data set/file maintenance, established end-user client software). Maintains automated configuration control files and registers software to the installation. Installs and maintains microcomputers, attached printers and peripheral equipment whether attached to microcomputers, workstations, minicomputers or local and wide area networks. Performs maintenance, trouble shooting, installation, operation, and testing of microcomputer based systems. Gives briefings to new personnel on computer

operations and performs demonstrations as required. Works with the end user to explain characteristics of appropriate office automation tools and provides guidance in their application. Brings problems that cannot be resolved at the incumbent's level to the attention of a specialist.